



Scheduling/Fund-Raising Request Form

ALL requests must be complete 7 working days prior to event

Club Officer...

Club Name: _____

Your Name: _____ Phone: _____

Advisor: _____ Signature: _____

(An Advisor must be present at event)

Events: _____ Date(s): _____

List multiple dates for consistent meetings or activities.

Start Time: _____ End Time: _____ Anticipated # of Attendees: _____

Desired Location: _____ On Campus Off Campus

Details: _____

Student Center Scheduling: Check BOXES that apply & obtain required signature

Student Center Scheduling: Leslie Farnsworth, 863.8612, SC103 _____
Signature Required for Approval

The Zone (Tables): Grant Flygare, 863.8682, SC 102b _____
Signature Required for Approval

Office of Student Activities, 863.8378, SC 105r or 105c _____
Signature Required for Approval

Equipment in Student Center: Clay Allred, 863.8869, SC103A _____
Equipment Requested: _____
Signature Required for Approval

Ragan Theater: John Bullock, 863.8799, SC210 _____
Signature Required for Approval

Scheduling ALL other areas on Campus: Check BOXES that apply & obtain required signature

Campus & Activity Center: Connie Bond, PL-CTR, 863.8883, fax 224.6405 _____
Signature Required for Approval

McKay Events Center: Mark Hildebrand, 863.8767 _____
Signature Required for Approval

Fund Raising Approval:

Bookstore: Louise Bridge, 863.8689, SC102B _____
Items approved to be sold: _____
Signature Required for Approval

Dinning Services: (food for event) Val Brown, 863.8664 or 8762, SC201 _____
 Food Event _____
Signature Required for Approval

University Marketing: Mike Maughan, 863.8866, AB113, fax 863.8343 _____
(Media advertising or invitations to politicians) _____
Signature Required for Approval

Contact the following Departments as advised:

ALL special event requests must be complete 14 working days prior to event

Motor Pool / Fleet Operations: Kassie Richins, 863.8720, PC, fax 863.7379 _____
Signature Required for Approval

Director of Public Safety & Parking: John Brewer, 863.8320, GT 331, fax 863.7079 _____
Signature Required for Approval

Clubs Office – LC 101a, 863-8820 Ambassadors 863-8618 Fax 863-7229

NOTE...campus calls require the extension only – i.e.: ext. 6750

Once Signatures are obtained, return for approval to Club Officers in LC 101a or Club Director in SC 105e
 Approval Not Approved Signature: _____